



# HIRING PROCESS FOR FIREFIGHTER



## 1. Sign-up for an Interest Card

Don't miss out on our application period. Go to [www.fremont.gov/employment](http://www.fremont.gov/employment) to sign-up for an interest card. When the position opens for application you will get an e-mail alert.

## 2. Written Examination

Take the National Testing Network (NTN) Firefighter Exam (no other exam scores are accepted). To register go to: <http://nationaltestingnetwork.com>. You will have to enter your scores for each section as part of your application. You must select the City of Fremont when registering for the test so we may download a full report of your scores from NTN. A passing score does not guarantee that a candidate will move forward in the process. Tests must be dated between **3/8/15 and 3/7/16**. NTN only allows applicants to test once every six months.

## 3. Physical Agility

Obtain a CPAT card. Your CPAT must be valid at time of application. To register go to: <http://www.cffjac.org/go/jac/cpat/>.

## 4. Apply 2/15/16 – 3/11/16

Go to [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs) to submit your application, cover letter, resume, CPAT card, and written test scores along with valid copies of:

- California or National Registry Paramedic License
- Advanced Cardiac Life Support (ACLS) Certification or Emergency Cardiac Care (ECC)
- Pediatric Advanced Life Support (PALS or PEPP) Certification or Emergency Pediatric Care (EPC)
- Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) Certification; International Trauma Life Support (ITLS) or Assessment and Treatment of Trauma (ATT)

***Candidates must have all certifications by date of application.***

## 5. Personal History Questionnaire (PHQ) 3/16/16 - 3/23/16

Human Resources will notify candidates of their status. Those selected to advance will be sent a link to take our online PHQ.

## 6. Paramedic Skills Assessment 4/4/16 – 4/8/16

Candidates who advance through the PHQ will be invited to self-schedule for their Paramedic Skills Assessment. This step takes approximately 30 minutes. No feedback is available regarding your results.

## 7. Oral Boards 4/11/16 – 4/15/16

Candidates who pass the Paramedic Skills Assessment will be invited to self-schedule for Oral Boards. This step takes approximately 30 minutes. All candidates who pass the Oral Board will be placed on the Eligible List for Firefighter. No feedback is available regarding your results.

**8. Background 4/25/16**

A limited number of candidates will be fingerprinted and assigned to a background investigator who will complete a very thorough background. This step takes approximately 6 weeks.

**9. Executive Panel Interview with the Chief and Deputy Chiefs 6/27/16 - 7/1/16**

Candidate results from all the previous steps will be evaluated.

**10. Conditional Job Offer 7/5/16**

Final job offer pending results from:

- Medical Examination
- Psychological Examination

**11. Academy 10/3/16 (Lateral candidates may start earlier)**

The Fremont Fire Department runs its own Fire Academy.

Meeting the minimum qualifications does not guarantee an invitation to participate or continue in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

The City will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Office of any special needs at least 5 days in advance of any examination by calling 510-494-4660.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*